

July 16, 2009

Office of Human Capital Management

TO: Directors, NASA Centers

FROM: Director, Training and Leadership Development,
Workforce Management and Development Division

SUBJECT: Annual Request for Nominations for NASA's New Mid-Level Leader Program

The Office of Human Capital Management is pleased to announce its request for nominations for our new long term development program, the **Mid-Level Leader Program**. This program is targeted to individuals in the engineering, scientific and professional administrative communities at the GS 13 – 14 levels.

This program has been designed with input from interviews with a number of the Agency's senior leaders as well as survey input from individuals pulled from the potential participant population and participant supervisor population. The information derived from this data analysis was significant and informed the program's core design elements. We sincerely appreciate all of these efforts to help align this program to the Agency's mission and goals for the future. One of the senior leaders ably synthesized much of the input about what this program needed to be:

The success of the Agency is dependent on a view that goes beyond any one discipline, Center or project. At every NASA Center, we need individuals at the 13-14 level who have developed the skills and relationships to lead across all the traditional boundaries – across Centers, directorates, civil servant/contractor workforces and generations - in order to accomplish our goals.”

The Mid-Level Leader Program's curriculum is focused on **cohort building, collaboration and leading across traditional boundaries**. The 16-month program has been designed to be flexible for participants and their organizations by balancing time away from the Center with a longer program, as well as more flexibility in the location and duration of the rotational assignment. Participant development through the four core learning sessions is designed to be tactical in nature with the emphasis on applying key learning to current responsibilities. Each participant will also have a formal mentoring relationship, a key aspect of the program, as well as coaching.

As with our other programs, candidate selection for this program is based on the demonstrated potential of the nominee and match to the Agency's needs and priorities including available

funding. Our goal is to ensure that participants in these programs support NASA's need to identify, develop and retain talent for future leadership positions.

The Mid-Level Leader Program will have the same due dates as the earlier Agency call letter, Tuesday, September 15, 2009.

Please refer to the enclosed program information for additional information about this program.

//signed//

Melissa K. Riesco

Attachments

NASA Mid-Level Leader Program

The NASA Mid-Level Leader Program (MLLP) provides significant leadership development for a diverse, Agency-wide group of individuals who have high potential for assuming greater leadership responsibilities in formal management or program/project management roles. The curriculum is focused on **cohort building, collaboration, and leading across traditional boundaries**.

The program elements include:

- Sixteen (16) month Agency-wide development program for GS 13-14 civil servants with at least two years of NASA service and some experience with Agency or Center leadership development
- Four core learning sessions, a three to six month career-broadening rotation, mentoring sessions with respected NASA leaders, professional coaching sessions, and other Individual Development Plan driven learning activities. Activities are spread out over the 16 months in order to provide maximum flexibility for the participant and the supervisor and in order to maintain continuity with the current Center
- Building competencies in self-awareness and personal effectiveness in critical NASA leadership skills including communication, trust building, influence, diversity and inclusion, decision making and leading/managing change

The program will begin in December, 2009 and conclude in March, 2011. Applications for the 2010 program are due on Tuesday, September 15, 2009. All documents, information and forms related to this call will be available on the Agency Training and Leadership Development Website on NASA People: <http://nasapeople.nasa.gov/Training/default.htm>

Centers are requested to send the following paperwork for each selected participant directly to the Office of Human Capital Management, Workforce Management and Development Division, Attn: Debbie Markham, 300 E Street, SW, Suite 4X76, Washington, DC 20546.

1. Center Director's approval for all selected candidates.
2. Selected candidate applications.
3. Selected candidate supervisor recommendations.
4. Non-selected candidate applications.
5. Non-selected supervisor recommendations.

If you have questions or need additional information about the Mid-Level Leader Program, please contact the Program Manager, Debbie Markham at (202) 368-0961.